



THE UNIVERSITY OF
MELBOURNE

Department of Physiology EH&S Meeting

Friday 31 March 2006

10.00am

Conference Room

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| Chair: | Chris Bramich |
| Attendees: | Mr Alan Lambell (Gen Staff & Radiation Safety Officer) Ms Kathryn Marks (Postgrad Rep) Dr Andrew Siebel (Research Rep) Ms Alison Hunt-Sturman (Faculty EHS Officer) |
| Apologies: | Dr Andrew Allen (Academic Staff Rep) Dr Glenn McConell (Environment Advocate) Ms Karin Diamond |
| Note taker: | Lesley Robinson |

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| 1. Minutes of Previous Meeting and matters arising | | |
| Minutes noted. | | |
| Conclusions: | | |
| Action items: | Person responsible: | Deadline: |
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| 2. Accident/Incident Reports Chris Bramich | | |
| <p>Contractors were in the Department this week installing freezer alarms. One of the wall panels removed within one office was not secured correctly and fell off. The attached picture also fell off breaking the glass within the frame. P&B were notified.</p> <p>A staff member fell down a flight of stairs at the HFI. They sustained bruising and was carrying trays at the time. The staff member has been reminded about the need to use a trolley when moving large and awkward items.</p> <p>A PhD student received a minor shock from a piece of electrical equipment whilst trying to fix the new equipment. The supplier of the equipment has been advised. The pump was plugged in at the time. The supplier gave the incorrect advice to the user. It was noted that no person should be trying to repair equipment. It was agreed the supplying companies need to be advised of inappropriate advice to their customers.</p> <p>A staff member cut themselves on a locker. Appropriate first aid was carried out.</p> <p>A light diffuser fell out of a light fitting on Level 6. Reported.</p> | | |
| Conclusions: | | |
| Action items: | Person responsible: | Deadline: |
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| 3. Monitoring Reports Alan Lambell | | |

Report: Staff monitoring is undertaken every three months now. I125 is being used in the Delbridge Lab as well as the Allen Lab. It was noted that monitoring using someone else's badge was discovered recently. An email has been sent to everyone to ensure that each person must use their own badge. It also appeared that some staff thought that the badge would protect them from the radiation. It was also noted that Tritium would be used in the Berka lab shortly. There may be an internal hazard with its use. The use of special gloves with some materials was noted for the use of P32.

Conclusions:

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| Action items: AL to look into the correct use of special gloves. | Person responsible: | Deadline: |
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4. Correspondence sent / received Chris Bramich

Report: The University has contracted ChemWatch to implement a chemical management system. This will reduce the work for labs each year in updating their inventories. MSDS' will automatically be uploaded to a web-based system for labs which means that Labs do not have to print paper copies of MSDS'. The only information that is required by the company is room no., chemical, company name and location within the lab, all other information will be filled out by ChemWatch. Each lab group will be provided with a detailed electronic manifest. Chris Bramich will be trained in the administration of the system and will the train individual lab groups. The system is hoped to be up and going by the end of June.

The Electrical testers' manifest has been received. Those items missed were re-checked by the testers. Minimal disruption noted. The whole exercise went well.

Conclusions:

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| Action items: CB and AL to arrange appropriate training for Lab staff. | Person responsible: | Deadline: |
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5. Minutes from Faculty EHS & University OHS Committees Chris Bramich / Alison Hunt-Sturman

Report: Meeting held last week. Objectives and targets are on track. Heads and Managers are required to attend training. PPE training is also required. A competency based training program is required as many people are not always wearing the required PPE. Safety glasses were discussed. Those who already wear spectacles may have issues with wearing safety glasses as well. Updated draft procedures will comprise 460 pages of the EHSM. Consultation and Risk Management procedures have been done so far.

Conclusions:

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| Action items: | Person responsible: | Deadline: |
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6. Internal Audits Chris Bramich

Report: Alison Hunt Sturman advised this exercise begins next week. Physiology is booked in for 24 April. The audit criteria is now known. Auditors may ask to see documentation related to many procedures, training etc within Labs. This is related to those issues which the Department has control over. The audit will cover 16 working days over 4 weeks within the Faculty.

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| Conclusions: | | |
| Action items: | Person responsible: | Deadline: |
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| 7. | Web Page | Reportee |
| Report: Some recent updates have been done. Feedback is always wanted. Any inventive ideas would be appreciated. | | |
| Conclusions: | | |
| Action items: | Person responsible: | Deadline: |
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| 8. | Training | Chris Bramich |
| Report: Training of Honours students went well, including that done by Steve Guggenheimer for Radiation Safety. Recent training sessions have included Chemical Management and Supervisors' Training. Certificates for training completion will be issued shortly by Alison Hunt-Sturman. All new staff will be included in coming training sessions. Emails will be sent out shortly notifying of coming training session dates. Target groups have been identified and will be sent reminders of training sessions.. | | |
| Conclusions: | | |
| Action items: | Person responsible: | Deadline: |
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| 9. | Environment Management | Andrew Siebel |
| Report: Andrew Siebel reported a sub group had been established within the Department. The group will meet every three months or so. The first meeting was held earlier this week. Recycling was the main issue for discussion. Dr Glenn McConell will be contacting the University Environment Committee to see what is available to the Department. It was reported that cleaners collect recycling paper and put into special bins in the basement. Normal office waste is emptied into larger black bags for land fill. There are too many small waste containers and paper waste boxes per desk per office. It is preferred that there be one separate paper box per area / office. This will assist cleaners. Occasional use of a large paper bin is preferred. Mobile bins instead of large boxes would be preferable because the large boxes would be difficult to move. Use of recycled paper: The Department has tried recycled paper in the Xerox. Unfortunately it jammed the machine. Recycled paper does work in some small printers. Quality of recycled paper is improving. It was noted that a considerable amount of printing was being done by the Xerox but then not collected. Education about the use of duplex printing in the Xerox needs revisiting. Recycle containers: used cans and drink bottle collection needs addressing. Catalogues: mass mail outs of catalogues by Roche etc. Reducing mail outs from such companies needs addressing. All ideas welcome to Kerryn Westcott. Tip boxes: due to the volume of use, initiatives related to re-boxing stocks was worth investigating. Green Lab Program: More information on current initiatives is to be sought. The Faculty web page on environmental management – Aspects register has just been updated. The Smart program is included on this web page. | | |

Another poly-styrofoam exercise is to be conducted next week. A collection contract will depend on volume. Trial bags will be put into place in the basement.

Dissolvable packaging – should be included in normal waste for landfill. No such packaging should go down the sink.

Computer recycling: This continues to be a problem for the Faculty. Cost sharing of this expense is being examined within the Faculty. Old computers previously used in prac classes were recycled back into different areas within the Faculty. Only computers in good working order can be offered to charities. Some councils will take computers for recycling, the numbers that can be accepted is limited per time. Chris reported that last year he and Charles Chlebowczyk took a load of computers out to a local council, and suggested that it would be one way for the Department to keep this issue under control.

Conclusions:

| Action items: | Person responsible: | Deadline: |
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10. Meeting Dates 2006

30 June, 8 September, 1 December

Conclusions:

| Action items: | Person responsible: | Deadline: |
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11. Other Business

Draft terms of reference for the Committee have been circulated for comment.

Liquid Nitrogen: supervision is required for new users and the use of PPE's. This includes gloves. Email to be sent to all users regarding the use of PPE's and their availability on Level 1 whilst accessing liquid nitrogen.

First Aid kits within the Department require restocking.

Conclusions:

| Action items: | Person responsible: | Deadline: |
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| Chris to send out e-mail re. PPE for Liquid Nitrogen | Chris | |

12. Next Meeting

Date: 30 June 2006

Meeting Closed: 11.05am

Distribution:

Manager Risk Management Office
 Prof Stephen Harrap Head of Department (hard copy)
 Ms Alison Hunt-Sturman Faculty Safety Officer
 Noticeboards EH&S, Academic, Staff and Students
 All Staff and students (email)
 Departmental Environmental Health & Safety Committee (hard copy)
 Departmental Environmental Health & Safety Files (hard copy)